

U.S. DEPARTMENT OF STATE
U.S. EMBASSY CANBERRA, PUBLIC AFFAIRS SECTION
Notice of Funding Opportunity

Funding Opportunity Title: U.S. Embassy Canberra PAS Annual Program Statement

Funding Opportunity Number: PASAUS-NOFO-FY19-01

Statutory Authorities: Smith-Mundt Act
The U.S. Information & Educational Exchange Act of 1948 , P.L. 80-402, as amended, 22 U.S.C. 1431, et seq.
Fulbright-Hays Act
The Mutual Educational & Cultural Exchange Act of 1961, P.L.87-256, as amended, 22 U.S.C. 2451, et seq.

Deadline for Applications: Rolling Basis until September 1, 2019, see Section D.4 for review deadlines

CFDA Number: 19.040 – Public Diplomacy Programs

Total Amount Available: Subject to Availability

Maximum for Each Award: \$25,000; larger awards are possible but very rare

A. PROGRAM DESCRIPTION

The U.S. Embassy Canberra Public Affairs Section (PAS) of the U.S. Department of State is pleased to announce that funding is available through its Public Diplomacy Small Grants Program. This is an Annual Program Statement outlining our funding priorities, the strategic themes we focus on, and the procedures for submitting requests for funding. Please carefully follow all instructions below.

Purpose of Small Grants: PAS Canberra invites proposals for projects that strengthen support for and deepen understanding of the enduring U.S. – Australia partnership and shared interests in a free and open Indo-Pacific. All programs must include an American element, or connection with American expert/s, organization/s, or institution/s in a specific field that will promote increased understanding of, or experience with, the United States.

July 20, 2019 marks the 50th anniversary of the first humans landing on the moon. PAS Canberra especially welcomes proposals from individuals and organizations that highlight the cooperation between the U.S. and Australian in this momentous event and the continued U.S. - Australian cooperation in space exploration.

Examples of PAS Small Grants Program projects include, but are not limited to:

- Academic and professional lectures, seminars and speaker programs;
- Professional and community exchanges and projects;
- Artistic and cultural workshops, joint performances and exhibitions.

The following types of projects are not eligible for funding:

- Projects relating to partisan political activity;
- Activities for profit
- Charitable or development activities;
- Construction projects;
- Projects that support specific religious activities;

- Fund-raising campaigns;
- Lobbying for specific legislation or projects;
- Academic and scientific research.

Priority Program Areas:

- Advance U.S. – Australian cooperation to promote a free and open Indo-Pacific, specifically in the areas of: 1) regional security, 2) regional economic trade and investment, and 3) governance;
- Highlight the cooperation between the U.S. and Australian in space exploration and the 50th anniversary of the landing on the moon.
- Promote and educate the Australian public on the U.S. – Australia economic relationship and the economic opportunities in the U.S. for Australians;
- Engage young Australians on the U.S. – Australia partnership through U.S. culture and community programming.

Participants and Audiences:

Intended participants and audiences should consist mainly of Australians under the age of 40 who are less familiar with the U.S. – Australia relationship or have limited connections with the United States.

Authorizing legislation, type and year of funding:

Funding authority rests in the Fulbright-Hays or Smith-Mundt Acts. The source of funding is FY2019 Public Diplomacy Funding.

B. FEDERAL AWARD INFORMATION

Length of performance period: 3 to 12 months

Number of awards anticipated: Multiple awards (dependent on amounts)

Award amounts: Awards may range from a minimum of \$3,000 to a maximum of \$25,000 (larger awards are possible but very rare)

Total available funding: Subject to availability

Type of Funding: Fiscal Year 2019 Public Diplomacy Funding

Anticipated project start date: Flexible

This notice is subject to availability of funding.

Funding Instrument Type: Fixed Amount Award, Grant, or Cooperative Agreement.

Project Performance Period: Proposed projects should be completed in 12 months or less. PAS will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The Public Affairs Section encourages applications from U.S. and Australian:

- Not-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience
- Individuals
- Non-profit or governmental educational institutions
- Governmental institutions

For-profit or commercial entities are not eligible to apply.

2. Cost Sharing or Matching

Cost sharing is not required.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, as well as a valid registration on www.SAM.gov. Please see Section D.3 for information on how to obtain these registrations. Individuals are not required to have a DUNS number or be registered in SAM.gov.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available under Grants Program at <http://au.usembassy.gov/education-culture/grants-programs/>

2. Content and Form of Application Submission

The following forms should be completed in order to submit a grant application:

If applying as an Organization:

- U.S. Mission to Australia Grant Proposal Form (Organizations) - **optional, but highly recommended**
- SF-424 (*Application for Federal Assistance – organizations*) - **required**
- SF-424A (*Budget Information for Non-Construction programs*) - **required**
- SF-424B (*Assurances for Non-Construction programs*) – **required**
- Budget Narrative (Explanation of Budget) – **separate budget narrative not required if submitting U.S. Mission to Australia Grant Proposal Form**

If applying as an Individual:

- U.S. Mission to Australia Grant Proposal Form (Individual) - **optional, but highly recommended**
- SF-424-I (*Application for Federal Assistance --individuals*) – **required**

- SF-424A (*Budget Information for Non-Construction programs*) – **required**
- SF-424B (*Assurances for Non-Construction programs*) – **required**
- Budget Narrative (Explanation of Budget) – **separate budget narrative not required if submitting U.S. Mission to Australia Grant Proposal Form**

3. Required Registrations:

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- NATO Commercial and Government Entity (NCAGE) or Commercial and Government Entity (CAGE) Code Registration

U.S. entities that do not have a CAGE code will automatically receive one during SAM registration.

Australian and other foreign entities must obtain an NCAGE code through the NCAGE Application

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions are available here:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

- Dun & Bradstreet (DUNS number) Registration

All organizations may obtain a DUNS number by visiting:

<http://fedgov.dnb.com/webform>

Australian organizations also have the option of registering for a DUNS number at:

http://dnb.com.au/_media/documents/DUNS%20Application%20Form%20-%20AU.pdf

- System for Award Management (SAM) Registration

All organizations must register with SAM at:

<https://www.sam.gov>

Please see the SAMS quick guide for instructions

<https://www.sam.gov/SAM/pages/public/help/samInternationalUserGuide.jsf>

4. Submission Dates and Times

The Public Affairs Section will accept proposals throughout the year and will review proposals according to the following schedule:

- Proposals received between February 1 and March 31 will be reviewed by April 15, with responses going out by April 30.
- Proposals received between April 1 and July 31 will be reviewed by August 15, with responses going out by September 1.
- Proposals received after July 31 will be reviewed on a case-by-case basis with responses going out by September 30.

5. Other Submission Requirements

All application materials must be submitted by email to PASGrantsAustralia@state.gov.

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria listed are closely related and are considered as a whole in judging the overall quality of an application.

Organizational capacity and record on previous grants: The organization has expertise in its stated field and PAS is confident of its ability to undertake the project. This includes a financial management system and a bank account.

Quality and Feasibility of the Program Idea: The program idea is well developed, with detail about how project activities will be carried out. The proposal includes a reasonable implementation timeline.

Goals and objectives: Goals and objectives are clearly stated and project approach is likely to provide maximum impact in achieving the proposed results.

Embassy priorities: Applicant has clearly described how stated goals are related to and support U.S. Embassy Canberra's priority areas or target audiences.

Budget: The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

Monitoring and evaluation plan: Applicant demonstrates it is able to measure program success against key indicators and provide milestones to indicate progress toward goals outlined in the proposal.

Sustainability: Project activities will continue to have positive impact after the end of the project.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring project expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: Payments will be made in at least two installments, as needed to carry out the project activities.

Organizations whose applications will not be funded will also be notified via email.

2. Administrative and National Policy Requirements

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply. These include:

2 CFR 200, 2 CFR 600, Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at:
<https://www.state.gov/documents/organization/271865.pdf>.

Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

3. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

G. FEDERAL AWARDED AGENCY CONTACTS

If you have any questions about the grant application process, please contact PAS at:
PASGrantsAustralia@state.gov.

H. OTHER INFORMATION

Guidelines for Budget Justification

Personnel: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working during the period of performance directly for the applicant on the project, and the percentage of their time that will be spent on the project.

Travel: Estimate the costs of travel and per diem for this project. If the project involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the project, which has a useful life of more than one year (or a life longer than the duration of the project), and costs at least \$5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the project. If an item costs more than \$5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the project activities.

Other Direct Costs: Describe other costs directly associated with the project, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the project activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

“**Cost Sharing**” refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.